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# NASA Procedural Requirements

**NPR 1382.1**Effective Date: August 10,  
2007Expiration Date: August 10,  
2012**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

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**Subject: NASA Privacy Procedural Requirements****Responsible Office: Office of the Chief Information Officer**[| TOC](#) | [ChangeHistory](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) |  
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Term	Definition
Application (defined in NPR 2810.1A)	The use of information resources (information and information technology) to satisfy a specific set of user requirements (reference OMB A-130). Also, a set of computer commands, instructions, and procedures used to cause a computer to process a specific set of information. Application software does not include operating systems, generic utilities, or similar software that is normally referred to as "system software."
Application Owner	An agency official with statutory or operational authority for specified applications and with the responsibility for requirements analysis, design, development, and sustaining engineering of the specified application. The application owner may or may not be the same as the Information Owner.
Contract (defined in Federal Acquisitions Regulations 2.102)	A mutually binding legal relationship obligating the seller to furnish the supplies or services (including construction) and the buyer to pay for them. It includes all types of commitments that obligate the Government to an expenditure of appropriated funds and that, except as otherwise authorized, are in writing. In addition to bilateral instruments, contracts include (but are not limited to) awards and notices of awards; job orders or task letters issued under basic ordering agreements; letter contracts; orders, such as purchase orders, under which the contract becomes effective by written acceptance or performance; and bilateral

	contract modifications.
Computer Matching Program (defined in the Privacy Act)	<p>Any computerized comparison of:</p> <p>(1) two or more automated systems of records or an SOR with non-Federal records for the purpose of: (a) establishing or verifying the eligibility of, or continuing compliance with, statutory and regulatory requirements by, applicants for, recipients or beneficiaries of, participants in, or providers of services with respect to, cash or in-kind assistance or payments under Federal benefit programs; or (b) recouping payments or delinquent debts under Federal benefit programs.</p> <p>(2) two or more automated Federal personnel or payroll systems of records or a system of Federal personnel or payroll records with non-Federal records.</p>
Cookies	<p>A cookie is a small file that a Web site transfers to a user's computer to allow the computer to remember specific information about the user's session while connected. The user's computer will share the information in the cookie only with the Web site that provided it, and no other Web site can request it. There are two types of cookies: session and persistent. Session cookies last only as long as the user's Web browser is open. Once the browser is closed, the cookie disappears. Persistent cookies store information on a user's computer for longer periods of time.</p>
Database	A comprehensive collection of related data organized for convenient access, generally in a computer.
Exit Page	An intermediary page the user sees before proceeding to external Web pages not located on NASA servers; it notifies users that they are leaving NASA-managed Web pages.
Individual (defined in the Privacy Act)	A citizen of the United States or an alien lawfully admitted for permanent residence.
Information Collection (defined in 5 C.F.R. 1320.3(c)(1))	Information collection can occur in any form or format, including the use of report forms; application forms; schedules; questionnaires; surveys; reporting or recordkeeping requirements; contracts; agreements; policy statements; plans; rules or regulations; planning requirements; circulars; directives; instructions; bulletins; requests for proposals or other procurement requirements; interview guides; oral communications; posting, notification, labeling, or similar disclosure requirements; telegraphic or telephonic requests; automated, electronic, mechanical, or other

	technological collection techniques; standard questionnaires used to monitor compliance with agency requirements; or any other techniques or technological methods used to monitor compliance with agency requirements.
Information in Identifiable Form (defined in OMB Memorandum M-03-22)	Information in an IT system or online collection: (a) that directly identifies an individual (e.g., name, address, SSN, or other identifying number or code, telephone number, e-mail address, etc.) or (b) by which NASA intends to identify specific individuals in conjunction with other data elements--i.e., indirect identification. (These data elements may include a combination of gender, race, birth date, geographic indicator, and other descriptors.)
Information Owner (defined in NPR 2810.1A)	An agency official with statutory or operational authority for specified information and responsibility for establishing the controls for its generation, collection, processing, dissemination, and disposal.
Information System (defined in OMB Circular A-130)	The term "information system" means a discrete set of information resources organized for the collection, processing, maintenance, transmission, and dissemination of information, in accordance with defined procedures, whether automated or manual.
Information Technology (defined in NPR 2810.1A)	Any equipment, software, or interconnected system or subsystem that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information.
Information Technology (IT) System	See Information System.
Internet Protocol Security	A suite of protocols for securing Internet Protocol (IP) communications by authenticating and/or encrypting each IP packet in a data stream.
Kids' Pages	NASA Web sites directed to children who are under 13 years of age.
Major Information System (defined in OMB Circular A-130)	An information system that requires special management attention because of its importance to an agency mission; its high development, operating, or maintenance costs; or its significant role in the administration of agency programs, finances, property, or other resources.

Member of the Public	Under the E-Gov Act, members of the public are individuals other than government personnel, government contractors, and government consultants and partners. However, under the PRA, government contractors and government consultants and partners may be considered to be members of the public.
NASA Cognizant Official	NASA civil servant responsible for management of daily operations of an IT system.
National Security System	Information system operated by NASA, the function, operation, or use of which involves: (a) intelligence activities, (b) cryptologic activities related to national security, (c) command and control of military forces, (d) equipment that is an integral part of a weapon or weapons system, or (e) systems critical to the direct fulfillment of military or intelligence missions. This does not include systems used for routine administrative and business applications, such as payroll, finance, logistics, and personnel management.
Personally Identifiable Information (defined in OMB Memorandum M-06-19)	<p>Any information about an individual maintained by an agency, including, but not limited to, education, financial transactions, medical history, and criminal or employment history and information which can be used to distinguish or trace an individual's identity, such as their name, social security number, date and place of birth, mother's maiden name, biometric records, etc., including any other personal information which is linked or linkable to an individual.</p> <p>For purposes of NASA policy, PII excludes personal information collected and or maintained by NASA employees and contractors for personal rather than NASA business purposes as allowed under NPD 2540.1 Personal Use of Government Office Equipment Including Information Technology. Examples of such excluded data include contact information for family, relatives, and doctors.</p>
Personal Identifier	A name or the identifying number, symbol, or other unique identifier such as the SSN or user ID number assigned to an individual.
Privacy Impact Assessment (defined in OMB M-03-2s)	An analysis of how information is handled/controlled to: (a) ensure handling conforms to applicable legal, regulatory, and policy requirements regarding privacy, (b) determine the risks and effects of collecting, maintaining, and disseminating information in identifiable form in an electronic information system, and (c) examine and evaluate protections and alternative processes for handling information to mitigate potential privacy risks.

Privacy Act	Privacy Act of 1974, as amended (5 U.S.C. 552a).
Privacy Policy in Standardized Machine-Readable (also known as "P3P") Format	A statement about site privacy practices written in eXtensible Markup Language (XML) that can be read automatically by a Web browser.
Record (as specifically defined by the Privacy Act)	<p>Any item, collection, or grouping of information about an individual that is maintained by an agency, including, but not limited to: that individual's education, financial transactions, medical history, and criminal or employment history and that contains an individual's name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a fingerprint or voice print or a photograph.</p> <p>This definition is not the same as "record" as defined by the Federal Records Act.</p>
Responsible NASA Official (RNO)	A NASA civil service employee responsible for a NASA Web page or Web application. The RNO is accountable for reviewing and approving the accuracy, timeliness, and appropriateness of information posted on a Web site, making sure that both the content and structure comply with applicable policies and guidelines.
Routine Use (defined in the Privacy Act)	With respect to the disclosure of a record, the use of a record for a purpose compatible with the purpose for which it was collected.
Secure Socket Layer	A cryptographic protocol which provides secure communications on the Internet.
System Manager (defined in 14 CFR 1212)	The NASA official who is responsible for a system of records as designated in the system notice of that system of records published in the Federal Register. When a system of records includes portions located at more than one NASA installation, the term system manager includes any subsystem manager designated in the system notice as being responsible for that portion of the system of records located at the respective Installation.
System of Records (defined in the Privacy Act)	A group of any records under NASA's control that contains information about individuals from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifier particular assigned to the individual.

System Owner	The individual responsible for establishing the rules for appropriate use and protection of the data/information within a system. The system owner retains that responsibility even when the data/information are shared with other organizations.
Verifiable Parental Consent (from Children's Online Privacy Protection Act of 1998)	Any reasonable effort (taking into consideration available technology), including a request for authorization for future collection, use, and disclosure described in the notice, to ensure that a parent of a child receives notice of the operator's personal information collection, use, and disclosure practices, and authorizes the collection, use, and disclosure, as applicable, of personal information and the subsequent use of that information before that information is collected from that child.
Virtual Private Network	A private communications network often used by companies or organizations to communicate confidentially over a public network.
Web Site Curator	Individual who maintains a Web site, for example, updating text, pictures, and links.
Web Site Developer	Individual who creates Web sites and Web applications, including designing layout, programming, writing text, creating graphics, and adding pictures and links.

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